

Preparing Camera-Ready Copy for The First Interagency Conference on Research in the Watersheds

Instructions for Preparing Manuscripts

Introduction

The instructions described herein are based on USDA and ARS editorial design standards and specifications. Authors should submit manuscript as printed camera-ready copy and as an electronic file. Manuscripts, (including figures, tables appendixes etc.) are limited to six camera-ready pages. Print camera-ready copy at 600 dpi resolution or better using either a laser or inkjet printer. Everything that has to be changed and every unnecessary departure from the specified formats translates directly into production delays.

Typing and Style Specifications

Paper

8½ H 11, white, 20-lb stock, portrait (vertical) orientation, one side of paper only.

Format

These instructions are tailored to Microsoft Word for Windows and are set up using the required format and type specifications. There are some minor variations in user interface between Word 97/2000 and Word XP, but the underlying formatting dialogs have changed little. We highly recommend that you set up your type specifications in Word's Format Style (Styles and Formatting in XP) dialogs.

Margins and column format

Use a two-column format. Here are the basic specifications in both inch and pica measurements.

Margins	Inches	Picas
Top margin	3/4	4.5
Header space	1/2	3.
Bottom margin	3/4	4.5
Footer space	1/2	3
Left margin	3/4	4.5
Right margin	3/4	4.5

After the manuscript title, which should span the entire width of the page, format two columns so that each is 3.42 inches (20.5 picas) wide, with a 0.17-inch (1-pica) space between them.

Headers, footers, and pagination

Page number goes in the bottom corner of each page— Odd page numbers on righthand pages, right justified. The footer on odd pages should be in Times New Roman 11 point font with the words “The First Interagency Conference on Research in the Watersheds, 27-30 October 2003, Benson, AZ.” Even page numbers on lefthand pages, flush left. See the page numbers on these instructions as an example. Authors of individual manuscript should number pages consecutively beginning with 1. The coordinating editor will be responsible for renumbering pages in the correct order consecutively throughout the book and for creating the table of contents with the correct page numbers.

Body text

Use Normal as the style for body text. Set this to 11-point Times New Roman, one of the two text fonts that comes with all versions of Windows from 3.1 on. Use this font and point size for all type except headings. The other of these two text fonts is Arial, which you'll use for headings.

Paragraphs

Type paragraphs block style (no indentions). Type two carriage returns at the end of each paragraph. Use left justification only (do **not** use right or full justification).

Widow and orphan control, hyphenation

In the Paragraph Line and Page Break dialog, enable widow and orphan control in Normal and all heading styles. For headings, including manuscript title/subtitle, also enable Keep Lines Together and Keep With Next. Do not enable hyphenation.

Tabs

Set tabs at 0.25-inch (1.5-pica) intervals.

Headings

Set all headings flush left. Don't indent or center them. Do not use numbered headings. In manuscript titles and subtitles and No. 1 headings, capitalize all words except conjunctions and prepositions that are shorter than four letters. If a heading will appear by itself at the bottom of a column, insert a column break to force it to the beginning of the next column.

Manuscript title—Set Arial 24-point bold, spacing 6-pt after. Type two carriage returns after the heading.

Manuscript subtitle—Set Arial 18-point bold, spacing 3-pt after. Type two carriage returns after the heading.

Heading 1—Set Arial 12-point bold, spacing 3-pt after. Type two carriage returns after the heading.

Heading 2—Set Arial 11-point bold, no extra space after. Type two carriage returns after the heading.

Heading 3—Set Arial 11-point bold, no extra space after. Type **one** carriage return after the heading; the heading will sit right on top of the following paragraph. The headings within this *Format* section are No. 3 heads.

Heading 4—No. 4 headings should refer to a single paragraph only. Set Times New Roman 11-point bold followed by a bold em dash (ALT-0251 on the numeric keypad), no space before or after the dash, and then the rest of the paragraph. The headings within this *Headings* section are No. 4 heads.

Bold & italics

Use italics, not underscoring, where appropriate. Use bold, not italics, for emphasis.

Superscript and subscript

Use your word processor's superscript and subscript capabilities.

Figure legends

Use following format:

Figure 1. This is a sample figure legend. Two carriage returns at end of each legend. Type all lines flush left.

Lists (bulleted and enumerated)

Use Word's built-in list formatters for both bulleted and enumerated lists. Use enumerated lists only when item order is significant. This is one place where you may break the no-indentation rule, but only if you use the built-in formatters.

Placement of tables and illustrations

Place tables and illustrations across part are all of each or both columns or even, if you can't avoid it by redesigning the table, in landscape orientation. If an illustration or table needs to be in landscape orientation, place it so that the top is at the left of the vertical page. See *Tables* below for a sample table that spans the page.

Appendixes

Should Appendixes be required, label them Appendix A, Appendix B, and so on, heading 1 style. Put the appendixes at the end of the manuscript.

Artwork/Figures

Include only artwork (photos, drawings, graphs, and charts) that is necessary to illustrate technical points in the text. Do not include multicolor illustrations.

Number figures in the order that you refer to them in the manuscript. Number each photograph, chart, graph, or other illustration separately do not number closely related figures in subgroups as, for example, 1a, 1b, 1c, and so on. Number consecutively within each manuscript beginning with 1. Use whole numbers only.

Avoid embedding photographs or artwork containing shading or subtle dot patterns in the word processing file. Because the printer will be working from a 600 dpi printout, such illustrations will likely resemble a third-generation photocopy or worse. Contrast and detail are lost, and the overall effect is muddy.

For embedded illustrations, use only line art (no grayscale) and graphing options that rely on bold line and dot patterns.

If your manuscript must include a photograph or chart that doesn't meet these criteria, leave a blank space of appropriate size on the page where this should appear and submit a separate high-resolution jpeg (or preferably tiff) file on disk or, better yet in the case of a photograph, the original film negative. In either case, label the artwork clearly for manuscript and location.

Tables

Number tables consecutively within each manuscript beginning with 1. Use whole numbers only. If your manuscript consists mainly of tables, place them together at the end of the text. If your manuscript has only a few tables, you may place them in the text or following the text, whichever works best.

Study the example below for basic format. Many tables will be much more elaborate than the example, but the underlying format will be the same.

Sample table

Table 1. Sample table with data and reading columns¹

First column (stub)	Second column	Third column	Fourth column ²
Item 1	0.45	10	Align numerals on decimal point.
Item 2	.61	0.9	Use leading zero only when number is first decimal number in column.
Item 3			
Subitem a	1.66	1.1	Indent subitems 0.25 inch (1.5 picas) under main item.
Subitem b	1.33	11.75	Avoid text entries with more than one line, like this. When such entries can't be avoided, type the whole item flush left in the column.

¹Don't center table heading or column headings. Keep titles short and simple. Put additional information in footnote.

²In this example, the fourth column is a reading column.

Author identification

Identify authors in a footnote on the first page of each paper, at the bottom of the left column. Do not use footnote numbers in the byline to direct readers to the footnote. In the footnote, use the authors' last names followed by their professional positions and address, as follows. Note capitalization style.

Boone is an assistant research soil physicist, Mississippi State University, Mississippi State, MS 39762. Porter is a general engineer, and McKinion is an electronic engineer/research leader, both at U.S. Department of Agriculture, Agricultural Research Service, Crop Simulation Research Unit, Mississippi State, MS 39765.

Tables may span one or two columns as required, or they may be set up in a landscape orientation (sideways on the page). Orient landscape tables so the top will be on the left side of the vertical page.

The sample is a simple tabbed table. You may use Word's table editor if you can achieve the same effect. Don't use visible grids or shading.

Byline

Place under the title, flush left, initial caps, no space between initials.

Herbert S. Akers, M.W. Smith, and R.S. Waters

Equations

Type equations in line, no indentions. Equations should be numbered sequentially with the number in parenthesis. Since equations built using equation editors (stand-alone or built in to the word processing software) are one of the two main sources of file format conversion problems (tables are the other), be sure that the equations print correctly from within Word before submitting the electronic file to the book's coordinating editor.

References

Citations

Use the Harvard system of citing references. The Harvard system does not have a comma between name and date, so that citations are as follows:

(Smith 1991) one author.

(Smith and Jones 1981) two authors.

(Smith et al. 1984) more than two authors.

(Smith 1983, Jones 1987, Brown 1992) more than one citation. Cite in chronological order.

(Smith 1981 a and b) more than one citation for the author(s) in a given year. Use alphabetical order by title for determining which is 1981a and which is 1981b.

(Smith 1981, 1982; Jones 1985) more than one citation, with two by same author. Note use of semicolon.

Reference list

Use the head References, a No. 1 head. Confine reference list to literature cited. Do not type a space between initials. Spell out journal titles. For books,

Administrative Matters

Clearances

Obtain written approvals or clearances from any other agencies or organizations with significant involvement in the reported research or the writing of the manuscript. Submit these with the camera-ready copy; each clearance should identify either the relevant manuscript or the entire book, if applicable.

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omit number of pages. Place list of references at end of each manuscript.

Sample references. *Note capitalization styles.*

Journal article

Jones, P.C. 1977. Title of article: Subtitle of article. Journal of Particular Scientific Field 23:44-50.

Book

Jones, P.C., and J.J. Smith. 1986. Title of Book. Publisher, City [State if needed].

Publication in series

Jones, P.C. 1968. Title of publication. U.S. Department of Agriculture, Agricultural Research Service, Technical Bulletin 1234.

Chapter in book

Jones, P.C. 1973. Title of Chapter. In L. Hunt and J.J. Smith, eds., Title of Book, pp. 432-439. Publisher, City [State if needed].

Article in proceedings or paper presented in a meeting
Jones, P.C. 1990. Title of article. In A.B. Brown, ed., Title of Proceedings, place and date of meeting, pp. 123-145. Publisher [or sponsor of meeting], City [State if needed].

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The credit lines should be worded and positioned the same in every similar case: "Reprinted with the permission of (fill in the name of the rights holder)."

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- Pesticide use statement and disclaimer, if applicable
- USDA nondiscrimination statement

So it's not necessary to include these as footnotes to manuscripts authored by USDA employees. Manuscripts authored by employees of other institutions should follow those institutions' policies

We will also include a statement that we have not edited or designed the publication.

Specifications for Electronic Copy

Submit electronic copy along with the camera-ready copy in case we must make any necessary minor changes before going to press. We'll return any submissions requiring major alterations.

Disk type

You may submit electronic copy on 3-1/2-inch HD floppy or CD-R; which are readable by a standard Windows computer. Do not submit files on CD-RW, as we are more likely to have trouble reading these.

File format

Microsoft Word for Windows 97, 2000, or XP only.

See Artwork for instructions on separate graphics files.

Typing specifications

Submit electronic copy in the same format as the printed copy.